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COPY NO. 1

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE 3/1

STANDARD OPERATING PROCEDURES FOR DEPARTMENTAL PARTICIPATION IN  
THE PRODUCTION AND COORDINATION OF NATIONAL INTELLIGENCE

Pursuant to the provisions of paragraph 1e, National Security Council Intelligence Directive No. 3, and paragraph 4, National Security Council Intelligence Directive No. 1, and in order to facilitate departmental participation in the preparation of national intelligence, the following operating procedures are established.

1. Current Intelligence. Departmental intelligence agencies will, upon request, furnish such advice and assistance to the Central Intelligence Agency in the preparation of Central Intelligence Agency current intelligence reports as is feasible. Departmental intelligence concurrence or dissent is not required, but copies of all such reports will be furnished departmental intelligence agencies as quickly as possible. Such reports or estimates will indicate that they have not been coordinated with the departmental intelligence agencies.

2. National Intelligence Surveys. The Basic Intelligence program will be conducted in accordance with procedures developed and agreed upon by the interdepartmental ad hoc committee, subject to National Security Council approval thereof.

3. National Intelligence Reports and Estimates:

a. Upon initiation of a report or estimate, other than under exceptional circumstances as described in paragraph e below, the Central Intelligence Agency will notify each departmental intelligence organization of:

- (1) The problem under consideration.
- (2) The nature and scope of the report or estimate involved.
- (3) The scheduled date of issuance of the first draft.
- (4) The requirements for departmental contributions in each case, in accordance with departmental responsibilities and capabilities, taking into consideration departmental material already in the hands of the Central Intelligence Agency.
- (5) The date upon which such departmental action should be completed.

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b. The Central Intelligence Agency will consult with appropriate members of the departmental intelligence organizations in order to discuss the foregoing, and to initiate required departmental action in each case.

c. Under Normal Procedures:

(1) The Central Intelligence Agency will prepare an initial draft of the report or estimate, utilizing available departmental contributions. During this period departmental personnel will be available for consultation with CIA analysts with due regard to internal agency demands and commitments under existing liaison arrangements.

(2) Multiple copies of the initial draft report or estimate will be furnished by the Central Intelligence Agency to each of the departmental intelligence organizations with a request for review and preparation, in writing, of departmental comments. The time allowed to the departments for this purpose will vary with the length of the paper and the need for meeting the scheduled date for its dissemination. Unless otherwise indicated by the Central Intelligence Agency, five (5) full working days will be allowed the departments for such purposes.

(3) In the event comments received indicate differences of opinion, the Central Intelligence Agency will arrange for an informal discussion with appropriate departmental personnel, to explore and consider the divergent views. The Central Intelligence Agency, after making such adjustments as it believes proper, will prepare a final draft of the report or estimate for distribution to the departmental intelligence agencies requesting concurrence or statements of substantial dissent within a specified period of time. The Central Intelligence Agency will make no changes other than those of a strictly editorial nature while the paper is under agency review without informing agencies of such changes.

(4) After receipt of all replies, the Central Intelligence Agency will publish the statements of concurrence or substantial dissent with the final paper.

d. Under Urgent Procedures:

(1) The Central Intelligence Agency will, at the earliest opportunity, notify the departments that it is undertaking an urgent project.

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(2) Upon notification by the Central Intelligence Agency that an initial draft paper has been prepared, appropriate departmental or agency specialists and consultants will meet to consider the paper.

(3) The Central Intelligence Agency will prepare a final paper for concurrence or substantial dissent by the departmental agencies.

(4) After receipt of all replies, the Central Intelligence Agency will publish the statements of concurrence or substantial dissent with the final paper.

e. Under Exceptional Circumstances:

(1) The Central Intelligence Agency will prepare and disseminate most urgent reports and estimates immediately upon completion and without formal coordination within the departmental intelligence organizations.

(2) Reports and estimates so disseminated will include a statement to the effect that normal departmental coordination has not been accomplished in each case.

(3) Such reports and estimates will subsequently be subject to normal coordination procedures cited in paragraph 3c above and, if necessary, redisseminated upon completion of this process.

f. Deadlines for reporting concurrences or substantial dissents will be made reasonable upon the basis of the foregoing considerations. When such deadlines are not met, and the situation warrants such action, the Central Intelligence Agency will disseminate the paper with a note explaining that the department concerned has neither concurred nor dissented within the time allotted for such purposes.

g. Only when the subject of atomic energy is involved, will the Atomic Energy Commission be included in all procedures outlined herein.

"SIGNED"

R. H. HILLENKOTTER  
Director of Central Intelligence

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